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Sent: Wednesday, May 30, 2007 9:34 AM
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Subject: FW: New Employee Reimbursement Forms
Attach: Employee Reimbursement Form.xls; Employee Travel and Reimbursement Guideline Policy 2007.doc

From: Dooley, Jacqueline (DPH)
Sent: Tuesday, May 29, 2007 2:23 PM
To: DPH-DL - BLS-All-Staff; DPH-DL - CDC-All-Staff
Subject: New Employee Reimbursement Forms
Importance: High

Hi Everyone:

Attached are the new Employee Reimbursement Forms and the DPH Employee Travel and Reimbursement Guideline Policy. Please note in the new reimbursement form file, there are four forms in the file. Please use the appropriate form for either in-state or out of state travel. Each form also requires you to complete the appropriate Purpose and Benefit Statement for both in-state or out-of-state travel.

Please begin to use the new forms *effective immediately*. Please feel free to contact me if you have any additional questions on the forms.

Jacki

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